



## Town of Abingdon, Virginia

### Annual Non - Departmental Budget Request – FY 2016/2017

Instructions: The Non-Departmental Budget Request form must be completed by the requesting organization and submitted **IN PERSON OR BY MAIL** to **CHUCK BANNER, DIR. OF FINANCE, POST OFFICE BOX 789, 133 WEST MAIN STREET, ABINGDON, VA 24212** ON OR BEFORE **MARCH , 2016**. **PLEASE NOTE: EMAIL SUBMISSIONS WILL NOT BE ACCEPTED.** FORMS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED FOR FUNDING FOR THE FY 2016/2017.

#### ORGANIZATION GENERAL INFORMATION

Name of Requesting Organization: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Organization Phone #'s: (office) \_\_\_\_\_ (mobile) \_\_\_\_\_

Type of Organization: \_\_\_\_ Governmental \_\_\_\_ Public/Non-Profit \_\_\_\_ Private /Non-Profit  
\_\_\_\_ other (Please specify) \_\_\_\_\_

#### FUNDING REQUEST INFORMATION

\_\_\_\_ First Time Request \_\_\_\_ Have Received Appropriation from the Town in the Past 5 years

\_\_\_\_ 2016/2017 \$\$ Amount of Request

Request is for: \_\_\_\_ General Operations \_\_\_\_ Debt Service \_\_\_\_ Capital Projects

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\$ \_\_\_\_\_ What amount did you receive last year (FY 2015/2016)

\_\_\_\_ Signature of Representative Responsible for Submitting the Request

\_\_\_\_ Position with Organization / Date: \_\_\_\_\_

**\*\*\*\* Please submit a copy of your most recent Organizational audit along with additional materials supporting your appropriation request.**

**DEADLINE FOR SUBMISSION – MARCH 1, 2016**